



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 11000.2A  
N46MA

09 JUL 2004

COMNAVREGSW INSTRUCTION 11000.2A

Subj: BUILDING MONITOR (BM) PROGRAM

- Encl: (1) Building Monitor Responsibilities  
(2) Building Monitor Building Inspection Checklist,  
Daily/Monthly Energy Checklists  
(3) Building Monitor Energy Awards Program  
(4) Lead Building Monitor Responsibilities  
(5) Tenant Liaison Responsibilities

1. Purpose. To establish a corps of well-trained personnel to quickly and correctly identify, report and monitor building/facility/energy discrepancies ensuring Commander, Navy Region Southwest (COMNAVREGSW) facilities are in a safe, habitable, and energy efficient material condition.

2. Cancellation. COMNAVREGSW Instruction 11000.2.

3. Information. The Real Property Management Team that developed the span of facilities efficiencies possible through the Regionalization process, identified the BM program as a key ingredient. This document institutionalizes this practice and reinforces an existing network of BMs that has been in place for many years. This program assigns specific energy management duties to BMs to help them minimize utility costs in their buildings and help them respond to demand reduction emergencies, and provides information on the BM Energy Awards program.

4. Action

a. Installation Commanding Officers, tenant commands and departments will:

(1) Assign a BM for each building occupied by their respective functional area, command, or department. The BM position is a collateral duty that should require less than 20 hours per month. It is recommended that the individual appointed have a technical background and/or familiarity with all tenant spaces. Responsibilities of the BM are delineated in enclosure (1). BMs are expected, at a minimum to perform monthly building inspections as described in enclosure (2).

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Enclosure (2) also lists energy duties and prescribes when they should be performed. The energy checklist guides BMs and occupants in how to properly secure their facilities daily, and how to monthly evaluate their buildings' efficiency. Checklists do not have to be turned in or reported on except as indicated in paragraph 5 (Reports section) below. Enclosure (3) describes the Energy Awards program that recognizes both BMs and building occupants who make significant contributions to their base's energy management program.

(2) Assign one Lead Building Monitor (LBM) for the command/organization to oversee the BMs, if the command's/department's tenancy encompasses multiple buildings. Program Managers that have tenancy at more than one of the region's bases shall assign one LBM per base. In general, if an organization occupies more than two facilities or has more than two BMs, a LBM will be appointed. Responsibilities of the LBM are delineated in enclosure (4).

(3) Ensure tenant commands are aware of their applicable BM's name and phone number.

b. Public Works Officer will:

(1) Ensure each installation's Maintenance Control Department provide training for BMs and LBMs. Training will include quarterly meetings to discuss new policies, procedures, review work performance and discuss upcoming projects. Quarterly training will include energy management policies and practices, how to use energy management tools, and other energy topics specific to BMs.

(2) Assign tenant liaisons to serve as the frontline point of contact for all customer service issues and questions/concerns from LBMs within a geographical area. Tenant liaisons will conduct routine customer meetings with the LBMs to discuss priority work requests and facility issues that affect mission readiness. Responsibilities of the tenant liaison as they relate to the BM program are delineated in enclosure (5).

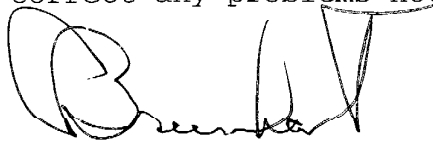
## 5. Reports

a. All BMs will submit a quarterly report to the base Energy Manager certifying that their building(s) is/are in

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compliance with all provisions of the energy checklist, enclosure (2), except as noted in the report. The report shall include the status of on-going energy projects and suggestions for improving the building energy efficiency. BMs may use this report to advise the Energy Manager why they and their buildings should be considered a sign of possible non-compliance and will result in the Energy Manager conducting an immediate energy inspection.

b. At least annually, the base Energy Manager will walk through the buildings with the BM to verify that the buildings are in compliance with enclosure (2). The Energy Manager will brief the BM on new energy policies, programs, practices, and will advise the BM of how to correct any problems noted in the visit.



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Executive Director

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Building Monitor (BM) Responsibilities

1. The Building Monitor (BM) may be assigned responsibilities for more than one building; however, he/she should inspect each assigned building weekly and should be familiar with the mission and requirements of the personnel occupying it. BMs will be responsible to the departmental/command Leading BM (LBM) and will familiarize themselves with policies for facilities maintenance, repair and alterations. Additionally they will:

a. Submit work requests to the departmental/command LBM for screening and forwarding. Work requests must provide a clear and accurate description of the problem, location, and information necessary for smooth coordination of repairs.

b. Act as the point of contact for assigned building; be available to provide access to the area, show Public Works/Public Works Center (PWC) personnel or contract personnel the location and nature of the problem; act as an escort if necessary (for example, in BQ rooms); and assist, if necessary, to keep personnel from entering an area which may be hazardous. BMs are responsible for signing the Public Works/PWC service chit once the work has been completed satisfactorily. BMs should notify their LBM immediately if discrepancies are noted in corrected deficiencies, i.e., work not satisfactorily completed.

c. Forward a work performance evaluation to Maintenance Control Department via the LBM within ten working days after the work is completed.

d. Maintain a file of all work requests and keep building occupants informed of all work.

e. Act as Building Energy Monitor for the building and surrounding area, including irrigated landscaping. Other duties include:

(1) Review metering and billing data monthly.

(2) As available, carry out duties as prescribed by BM Energy Checklist.

(3) Report apparent energy problems to base Energy Manager and tenant liaison.

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(4) Train building personnel in good energy and water management practices.

(5) Make required quarterly reports, and generally oversee the efficient operation of the building.

f. BMs will notify building occupants of any Electric Demand Avoidance Alerts (Load Sheds) prior to actual or potential Utility Demand Reduction (UDR) conditions, advise them of actions required for these conditions and help carry out any UDR actions that may be ordered.

g. Act as an alternate for the respective LBM on the base energy team.

h. Document and report all damage to a facility that is, due to or from, suspected negligence, abuse or vandalism of property.

i. Attend the required BM indoctrination and the quarterly BM training sessions.

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## BUILDING INSPECTION CHECKLIST

<b>DATE:</b>					
Building					
Monitor					
	<b>BUILDING EXTERIOR</b>		<b>SAT</b>	<b>UNSAT</b>	<b>COMMENTS</b>
	1. <u>Doors</u> - surface in good condition, all hardware working.				
	2. <u>Windows</u> - frames in good condition, locks work, no broken glass.				
	3. <u>Screens</u> - no holes, all present.				
	4. <u>Lights</u> - unbroken and functional				
	5. <u>Trash containers</u> - no trash on grounds, dumpsters emptied regularly.				
	6. <u>Grounds</u> - grass and shrubs well maintained, sprinklers operating correctly.				
	7. <u>Energy conservation</u> - unnecessary lights turned off.				
	8. <u>Utilities</u> - No utility leaks noted around facility.				
	<b>BUILDING INTERIOR</b>		<b>SAT</b>	<b>UNSAT</b>	<b>COMMENTS</b>
	1. <u>Safety</u> - fire extinguishers present, checked by fire warden quarterly, fire exits clearly indicated and not locked or blocked.				
	2. <u>Doors</u> - in good condition, all hardware working.				
	3. <u>Floors</u> - tile and carpet in good condition.				
	4. <u>Walls/Ceilings</u> - surface in good condition, no holes, marks, or leaks.				
	5. <u>Plumbing</u> - no leaks or plugged fixtures, drinking fountains working properly.				
	6. <u>Lighting</u> - adequate and working properly.				
	7. <u>Insects</u> - no sign of insects or rodents.				
	8. <u>Ladders</u> - handrails/treads in good condition.				
	9. <u>Storage</u> - properly secured, neat, no flammable liquids.				
	10. <u>Energy Conservation</u> - unnecessary lights, equipment, and computers turned off. Windows/doors closed during heating/cooling season.				
	11. <u>Utilities</u> - No steam, water, compressed air, or natural gas leaks. No circuit breakers tripping.				
	12. <u>Asbestos</u> - Warning signs posted on official bulletin boards. No change in condition of asbestos containing material.				

Enclosure (2)

## BUILDING MONITOR ENERGY CHECKLIST

DAILY

Building Monitor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Command/Dept.: \_\_\_\_\_

Code/Shop: \_\_\_\_\_

Responsible for what percentage of building? \_\_\_\_\_

Primary function in building: \_\_\_\_\_

### Lighting

- ☐ Lighting used only WHEN needed?
- ☐ Lighting used only WHERE needed?
- ☐ Janitorial services use only lights actually needed for cleaning?
- ☐ Unoccupied lighting used only WHERE needed? Turn off all unnecessary lighting.

### Heating/Cooling

- ☐ Heating set to 70 degrees or lower during occupied hours (55 degrees for warehouses)?
- ☐ Heating set to 55 degrees during unoccupied hours?
- ☐ Air conditioning secured or set to 78 degrees or warmer during occupied periods?
- ☐ Doors and windows closed when heat is on?
- ☐ Doors and windows closed for spaces with air conditioning?
- ☐ Exhaust fans run only when needed?

### Miscellaneous

- ☐ Any leaking faucets, urinals, toilets or other plumbing fixtures?
- ☐ Compressed air tools disconnected when not in use?
- ☐ Personal computers, printers, copy machines and other office equipment shut off at end of day?
- ☐ Does this checklist capture all utility waste within your facility?
- ☐ Do coffee messes meet all requirements?

Comments

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## Building Monitor Energy Checklist

MONTHLY

Building Monitor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Command/Dept.: \_\_\_\_\_ Code/Shop: \_\_\_\_\_  
Responsible for what percentage of building? \_\_\_\_\_  
Primary function in building: \_\_\_\_\_

### Lighting

- ☐ All areas have been evaluated for light fixture delamping or deactivation?

### Heating/Cooling

- ☐ Any overcooled or overheated areas?
- ☐ Central computer schedules match building occupancy schedules?
- ☐ Blocked or covered thermostats?
- ☐ Blocked or covered supply or return air diffusers?
- ☐ Thermostats tamper-proof?
- ☐ Use of portable heaters been approved by Public Works Officer?
- ☐ Any exterior steam losses (or notify if discovered earlier)?
- ☐ Any steam, hot water, or chilled water pipes have damaged or missing insulation?
- ☐ Is weather-stripping adequate?
- ☐ Any cracked or broken glass?
- ☐ Any building envelope damage?
- ☐ Are manually operated roof relief dampers closed during heating season?
- ☐ Has air conditioning system been approved by installation code (annual check)?
- ☐ Is air conditioning necessary or for comfort only?

### Miscellaneous

- ☐ Domestic hot water set for 120 degrees or lower?
- ☐ Do you receive or obtain utility usage reports?
- ☐ Energy awareness materials displayed throughout the building?
- ☐ Does this checklist capture all utility waste within your facility?

Comments \_\_\_\_\_



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Building Monitor (BM) Energy Awards Program

1. Each installation Public Works Officer will administer a BM Energy Awards program to recognize BMs and the personnel in their buildings that make significant contributions to the base Energy Management program. Recognition shall include cash or other suitable awards for the "Building Monitor of the Quarter", whether military or civilian, and tangible rewards for personnel assigned to their buildings. Installations shall make at least one and up to three "Building Monitor of the Quarter" awards each quarter with appropriate publicity. Awards should be presented at quarterly BM training sessions or other suitable occasions to encourage other BMs and buildings to compete for these awards. Awards are authorized as follows:

a. Building Monitor of the Quarter Awards

(1) Military awardees will receive a letter of commendation signed by the Commander, Navy Region Southwest. They will also receive \$250 in MWR Bucks that can be used at any Navy Region Southwest MWR facility.

(2) Civilian awardees will receive a \$250 cash award.

b. Building Personnel. Permanent party personnel assigned to buildings that receive a Building Monitor of the Quarter award will each receive ten dollars in MWR Bucks.

2. Building Monitor of the Quarter awardees and their buildings, departments and commands should also be considered for each base's annual Energy Leadership awards in the individual, group and unit categories.

3. The Utilities Program Manager through utilities budget allocations shall provide funding for the Building Monitor of the Quarter awards.

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Lead Building Monitor (LBM) Responsibilities

1. Departmental/Command LBMs oversee building maintenance for their areas of responsibility and will:

a. Provide the Public Works Site Team, Maintenance Control Department with a current list of their BM to include name, rank, telephone number, location and building number. LBMs must ensure all BMs attend the required BM indoctrination and the quarterly BM training sessions.

b. Screen all work requests forwarded by BMs to ensure that they are valid Sustainment, Restoration, Modernization (SRM) deficiencies that should be funded by the Regional Engineer. Keep BMs informed of the status of approved work requests.

c. Ensure that all non-SRM work requests submitted to the Work Reception Desk contain the command's Job Order Number.

d. Provide liaison between the department/command, Public Works Officer, and the BMs.

e. Act as the primary authority within the command to submit work requests and call-ins to the PW Site Team, Work Reception Desk. Commands will submit a letter on command letterhead indicating who has authority to submit work requests and call-ins to the Work Reception Desk.

f. Become familiar with all Maintenance Service Agreement (MSA) packages for occupied buildings and initiate MSA chits or call-ins directly to the Work Reception Desk.

g. Serve as the command's point of contact for disseminating information on base and Navy Region Southwest energy management policies, programs, practices, Utility Demand Reduction conditions, and on scheduled utility outages.

h. Serve on the base energy team. Act as liaison with the base Energy Manager and with Tenant Liaisons for buildings assigned. Oversee energy activities of subordinate BMs, report apparent energy problems, help implement energy projects and conservations measures, ensure quarterly reports are submitted, and help identify operations and maintenance improvements to save energy.

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i. Serve as the command's point of contact for submitting self-help projects.

j. Coordinate BM training with Tenant Liaisons and Maintenance Control Directors as required.

k. Provide feedback and updates to tenant liaison concerning special requirements or special events that may impact project accomplishment.

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Tenant Liaison Responsibilities

1. Each installation Public Works Officer will assign tenant liaisons to ensure information; requirements and special needs are relayed between Regional Engineer, Public Works and upper echelon command personnel of tenants, commands and departments. They will provide information to the Maintenance Control Department concerning special command requirements. They will also:

a. Conduct meetings with Buildings Monitors/Lead Building Monitors as needed to disseminate reports, and gather information to be relayed back to the Maintenance Control Department.

b. Attend weekly meetings with Maintenance Control Department.

c. Attend command or department head staff meetings as required to discuss facilities issues related to mission or program requirements.

d. Provide liaison with Commanding Officers and senior department heads on overall condition of facilities, long range planning, and all significant facility-related issues within a command.

e. Conduct zone inspections with Commanding Officer as requested.